



BUILDING RECORDS SUPERVISOR

Job Code: 3115

EEO Class Code: Para-Professional

Union Status: Unclassified

FLSA Code: Exempt

Salary Grade: o012

NATURE OF WORK

This is responsible technical and supervisory work in the storing, maintenance and retrieval of Building Department records, blueprints and files, utilizing computerized systems. An employee in this classification will have the responsibility of supervising and coordinating the daily activities of workers engaged in routing, maintaining and retrieving building Department blueprints, records and files. Additional responsibilities include maintaining control over computerized microfilm and scanning equipment.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

- Plans development and implementation of records management procedures intended to standardize routing, filing, protecting, and retrieval of records, blueprints and other information contained on paper, microfilm, local computer database, or other media
- Coordinates and directs through subordinate staff, activities of the section involved with building records management and plan routing
- Develops and coordinates shipment schedules for blueprint microfilming/scanning with approved vendors, resolves problems, prepares logs for blueprints on site and to ship for microfilming/scanning and sets deadlines to ensure completion of tasks
- Develops and coordinates shipment and retrieval of records to/from data storage and prepares plans for records maintenance utilizing imaging technology
- Assists with the preparation of section's standard operating procedures and training manuals
- Trains personnel in new procedures or operation and maintenance of equipment
- Responds to or assists subordinates in responding to unusual or difficult situations and resolving problems
- Performs related work as required

KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of the legal requirements involved in the maintenance, microfilming deletion, and certification of building records, blueprints, and reports
- Considerable knowledge of building construction terminology, architectural plans, and shop drawings
- Considerable knowledge of available technologies in digitizing, scanning, and storage of building blueprints
- Considerable knowledge of available imaging technologies for maintenance, storage, and retrieval of text-based records and raster (picture) files
- Knowledge of effective supervisory procedures and practices
- Knowledge of applicable federal, state, and local laws, ordinances, and regulations
- Skill and knowledge in the operation of personal computers, scanning equipment, and office products
- Ability to evaluate and resolve problems effectively
- Ability to prepare meaningful and informative special and regular reports, as required
- Ability to plan, organize, supervise, and evaluate the work of subordinate personnel in a manner conducive to full performance and high morale
- Ability to communicate effectively, both verbally and in writing
- Ability to train subordinates in the operation and use of computerized microfilm equipment
- Ability to make prompt decisions in accordance with departmental rules and regulations
- Ability to research and verify information and resolve discrepancies

- Ability to establish and maintain effective working relationships with subordinates, other employees, officials, the general public, and representatives of other State, County, and City agencies

MINIMUM REQUIREMENTS

- Bachelor's Degree from an accredited college or university with considerable course work in computer technology and records management
- Five (5) years experience in records

PHYSICAL REQUIREMENTS

- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact
- Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, personal computer, microfilm scanning machine, calculator, copier, and fax machine
- Significant standing, walking, moving, carrying, bending, kneeling, reaching, handling, sitting, standing, pushing, or pulling

SUPERVISION RECEIVED

- General and specific assignments are received from and reviewed by the Assistant Building Director
- Work is performed with limited direct supervision and with some latitude for use of independent judgment usually following established methods and procedures
- Work is reviewed for conformity with established administrative and departmental policies and standards

SUPERVISION EXERCISED

- Supervises and is held accountable for the work activities of subordinate clerical personnel

SPECIAL REQUIREMENTS

- Possession of a valid, appropriate driver's license and an acceptable driving record